

Law Practical Experience Rules

This information applies to students enrolled in:

- 75411 Practical Experience - 65 Days; or
- 75426 Practical Experience - 20 Days.

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Overview

Successful completion of Practical Experience (PE) will satisfy the workplace component of the UTS Law [Practical Legal Training \(PLT\)](#) program. Practical Experience is a compulsory component of the PLT program prescribed by the NSW Legal Profession Admission Board (LPAB).

The purpose of Practical Experience is to provide students with an opportunity to apply, test and reflect on their coursework, and to experience the routines, procedures and dynamics commonly found in legal environments.

PLT Streams

Practical Experience (PE) is undertaken in one of two streams: Stream A; or Stream B. Students select a stream at the commencement of PLT via their subject selection and enrolment. Once students have enrolled in subjects that reflect either Stream A or Stream B, it will be reflected on their Study Plan and cannot be changed. For enrolment advice, please contact [UTS Student Centre](#).

The Rules set forth in this document apply to students in Stream A and Stream B of the PLT program.

The Rules set forth in the following pages apply to subjects:

75411 Practical Experience – 65 Days (Stream A), and

75426 Practical Experience – 20 Days (Stream B).

Further information on subjects within each stream, and how to complete each stream, are available on the UTS Faculty of Law's [Practical Legal Training webpage](#).

Important Handbook Information

Students enrol in [Practical Experience](#) according to their course progression – as set out in the UTS Handbook. Students must adhere to the [UTS Handbook](#) relevant to the year they commenced their course. Handbook versions for previous years may be accessed by visiting the [Archives webpage](#).

Note: Students enrolled in 75425 Lawyers in Practice cannot enrol in 75411 Practical Experience – 65 Days. The subject 75426 Practical Experience – 20 days has a co-requisite of 75425 Lawyers in Practice.

Practical Experience Rules

Rule 1: Application process

Students seeking approval for practical experience must:

- a) Be enrolled in either: 75411 Practical Experience - 65 Days or 75426 Practical Experience - 20 Days, and
- b) Submit a Practical Experience Registration (Form 1) via [CareerHub](#) when enrolled into Practical Experience and as soon as they have secured a placement. Students enrolled in 75411 Practical Experience - 65 Days must submit the Form 1 as soon as they have secured a placement and/or when seeking retrospective approval of a placement.

Rule 2: Quality of workplace experience

The work undertaken by a student during Practical Experience consists of the application of legal knowledge and skills to legal work and must include most, or all, of the following:

- a) Significant interaction with external or in-house clients.
- b) Drafting documents.
- c) Legal research.
- d) Using a file management system.

Rule 3: Types of acceptable placements

Practical Experience may be undertaken with either:

- a) A Legal Practitioner who is in private practice and holds a full practising certificate;
- b) A Legal Practitioner who is in private practice and holds a restricted practising certificate and has held that restricted practising certificate for two or more years;
- c) A person admitted to the legal profession by the Supreme Court of any Australian jurisdiction who is eligible to hold a practising certificate and who is able to satisfy the Committee that they can provide appropriate Practical Experience as described in Rule 2;
- d) Any government, semi-government or corporate legal office or department, employer or employee association, or a community legal service which is recognised by the Committee as being a legal office, department or centre in which appropriate Practical Experience might be undertaken;
- e) Any other organisation, department or office which the Committee recognises, either generally, or upon application, as being an organisation, department or office in which the applicant might undertake Practical Experience; or
- f) A Judge or Judicial Officer where the student carries out duties such as those undertaken by the Judge's Associate or Tipstaff.

Rule 4: Qualifications of Supervisor

4.1 A person may act as a Supervisor if that person:

- a) is a Legal Practitioner with a full practising certificate or a Legal Practitioner who has held a restricted practising certificate for two or more years;
- b) is a person admitted to the legal profession by the Supreme Court of any Australian jurisdiction who is eligible to hold a practising certificate and who is able to satisfy the Committee that they can provide appropriate practical experience as described in Rule 2;
- c) is a Judge; or
- d) is a Tribunal Member who has held a practising certificate for at least 2 years.

- 4.2 A person may act as a Supervisor if that person:
- a) has not been the subject of an adverse finding by his/her licensing authority or disciplinary body;
 - b) has not been the subject a disciplinary order,¹
 - c) normally has no more than three other persons working for him/her who are gaining Practical Experience; and,
 - d) advises the Practical Experience Rules Committee that they accept the responsibility to ensure that the experience outlined in these Rules is received, and that any other requirements of the Practical Experience Rules Committee will be complied with.

Rule 5: Length of Practical Experience

- 5.1 In order to satisfy the requirements of Practical Experience, students in:
- a) 75411 Practical Experience - 65 (Stream A) Days must undertake a minimum of 65 days' approved work placement. This must include a minimum of 20 days Practical Experience which is undertaken either concurrently with, or following, the student undertaking the PLT coursework subjects.
 - b) 75426 Practical Experience – 20 (Stream B) Days must undertake a minimum of 20 days' approved work placement. This must be undertaken either concurrently with, or following, the student undertaking the PLT coursework subjects. Work undertaken prior to the commencement of the PLT coursework subjects cannot be credited.
- 5.2 Practical Experience may be obtained by either full-time or part-time work based on a maximum 35-hour working week.
- 5.3 Only full (no less than 7 hours per day) or half (no less than 3.5 hours per day) workday increments may be counted.
- 5.4 A part-time placement must be a minimum of 2 days per week (i.e. two full-days or four half-days), unless permitted by the Practical Experience Rules Committee under special conditions prior to the commencement of the work placement.
- 5.5 75411 Practical Experience – 65 (Stream A) Days must be no less than 4 weeks (20 days) duration with each supervisor.
- 5.6 75426 Practical Experience – 20 (Stream B) Days must be with the same supervisor.

Rule 6: When Practical Experience is to be undertaken

- 6.1 Domestic students have 12 months to complete their approved Practical Experience from the commencement of the session in which the subject Practical Experience appears as 'enrolled' on their study plan. Failure to do so, unless an extension has been sought, will result in a fail grade being recorded for the subject.
- 6.2 International students must complete their Practical Experience placement and have results finalised on their academic record **before** their Confirmation of Enrolment (CoE) expires; or within 12 months, whichever comes first. Failure to complete within this timeframe will result in a fail grade being recorded for the subject.

An international student who fails this subject may be eligible to extend their CoE. International students should seek advice from UTSI at least 15 business days **before** formal classes end for the session they are enrolled into Practical Experience.

¹ They may apply for approval by making full disclosure to the Practical Experience Rule Committee.

To ensure they finish their training in time, international students must contact the Law Practical Experience Rule Committee when they enrol in Practical Experience by emailing Law.PE@uts.edu.au with their plans for completion.

- 6.3 Students undertaking all PLT coursework subjects in a single session must enrol into Practical Experience in their first and only session of study. Students undertaking PLT on a part-time basis must enrol into Practical Experience in either their first, or any subsequent, session of study.
- 6.4 Stream A students may claim for relevant work experience completed within two years prior to enrolling in subject 75411 Practical Experience – 65 Days. A maximum of 45 days' work experience may be undertaken in this two-year period.
- 6.5 Stream B students must enrol in 75426 Practical Experience – 20 Days to commence their 20 days' work experience. Students in Stream B cannot claim prior relevant work experience.
- 6.6 Credit cannot be given for any internship placement for which the student has already received academic credit within their degree.
- 6.7 Students undertaking more than 18-credit-points per session may only accrue 2 days' of Practical Experience per week during the teaching weeks of that session. Relevant work experience up to a maximum of 5 days per week can be undertaken in the StuVac weeks.
- 6.8 Students undertaking 18-credit-points or less per session may undertake relevant work experience up to a maximum of 5 days per week.

Rule 7: Practical Experience outside Australia

- 7.1 A minimum of 20 days' Practical Experience must be undertaken within Australia. This 20-day requirement must be undertaken concurrently with, or after completing, the PLT coursework subjects.²
- 7.2 Students enrolled in 75411 Practical Experience - 65 Days may undertake their placement outside Australia, if that experience is:
 - a) undertaken in a Common Law jurisdiction and the nature of the work carried out predominantly relates to Common Law legal matters; and
 - b) the Supervisor holds a practising certificate issued by a Common Law jurisdiction and is in the opinion of the Practical Experience Rules Committee, considered to be a satisfactory Supervisor.
- 7.3 Students enrolled in 75426 Practical Experience - 20 Days must complete their Practical Experience in Australia.
- 7.4 For the purposes of assessing applications to undertake a portion of Practical Experience outside Australia, under Rule 7.2, the Practical Experience Rules Committee may set certain additional criteria as it sees fit.
- 7.5 As part of an application under Rule 7.2, students will be required to provide copies of:
 - a) the Supervisor's licence / practising certificate; and
 - b) the Supervisor's academic qualification in law.

² In special circumstances, students may make an application to the NSW Legal Profession Admission Board seeking to have this jurisdictional requirement waived / relaxed.

Rule 8: Completion of a Practical Experience placement

- 8.1 Upon completion of a Practical Experience placement, students shall lodge a Practical Experience Log (Form 2) via [CareerHub](#). This includes a list of the actual days worked (in full or half-day increments) during the placement, with the total number of days tallied.
- 8.2 Upon completion of students Practical Experience placement(s), the student must complete and submit a Reflective Journal via [CareerHub](#).

Rule 9: The UTS Law Practical Experience Rules Committee

- 9.1 The Committee determines matters relating to Practical Experience. Any matters relating to student progression, course requirements and student services should be managed by students through the usual UTS processes.
- 9.2 The Committee is appointed by the UTS Law Dean and comprises the following UTS Law staff positions:
 - a) Director of Professional Programs;
 - b) Student Programs Coordinator;
 - c) Student Programs Officer;
 - d) Student Programs Assistant; and
 - e) Academic Services Manager
- 9.3 All members shall hold office until their resignation or upon receiving 1 month's written notice from the UTS Law Dean of the termination of appointment.
- 9.4 The Committee may regulate its own procedures and otherwise act to implement these Rules.
- 9.5 Subject to the requirements of the NSW Legal Profession Admission Board, the Practical Experience Rules Committee retains the right to exercise discretion in relation to minor non-compliance with these Practical Experience Rules.